



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

OFFICE TECHNICIAN (TYPING)

DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION OF WORKERS' COMPENSATION – CLAIMS ADJUDICATION OFFICE

Position: Office Technician (Typing)

Salary Range: \$ 2,598- \$ 3,157

Location: 3737 Main Street, Suite 300, Riverside, CA 92501

Duties: Under the supervision of the Office Services Supervisor II, or the Presiding Workers' Compensation Judge, the Office Technician (Typing) performs the following duties: Review and evaluate complex documents for Claims Adjudication, extract detailed information, and enter this information in a computer records system. Receive and evaluate complex documents for the Rehabilitation Unit, Disability Evaluation Unit, extract data and enter this data in the Rehabilitation Computer system and the Disability Evaluation Unit. Take messages for judges, secretaries, consultants or other employees. Assist in scheduling hearings and maintaining a calendar system for the Claims Adjudication court system. May act as receptionist for above Units, including the Information & Assistance Unit. Provide information brochures and other standard forms as needed. Performs other duties as required.

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Workers' Compensation
P.O. Box 420603
San Francisco, CA 94142-0603
Attention: Bronwyn Ahlbrecht (510) 286-7090

Applications accepted until June 14, 2007, or until position filled.

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.